



[www.co.miami-dade.fl.us/oem](http://www.co.miami-dade.fl.us/oem)

**Miami-Dade Office of Emergency Management**  
9300 N.W. 41<sup>st</sup> Street  
Miami, Florida 33178  
E-Mail: [eoc@miamidade.gov/oem](mailto:eoc@miamidade.gov/oem)

Phone: 305-468-5400  
Facsimile: 305-468-5401  
TDD: 305-468-5402

---

## **SPEAKERS REQUEST FORM**

NAME OF REQUESTOR: \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

WEBSITE AND/OR E-MAIL ADDRESS: \_\_\_\_\_

### **EVENT DETAILS:**

DAY & DATE OF EVENT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TIME: \_\_\_\_\_ : \_\_\_\_\_

SUBJECT YOU WOULD LIKE US TO TALK ABOUT: \_\_\_\_\_

---

HOW LONG HAVE YOU SCHEDULED FOR THE SPEAKER: \_\_\_\_\_ : \_\_\_\_\_

ADDRESS AND LOCATION FOR THE EVENT:

\_\_\_\_\_ Room on site: \_\_\_\_\_

\_\_\_\_\_ ZIP: \_\_\_\_\_ - \_\_\_\_\_

AUDIENCE PROFILE: (Minimum of 40 must be in attendance)

How many will be present: \_\_\_\_\_ Background: (corporate executives, retirees, government officials, school age children, etc.):

Please attach driving directions to the event, and any agendas or other fact sheets related to the event.

**FAX OR MAIL THIS FORM TO THE ATTENTION OF THE COMMUNITY  
PREPAREDNESS COORDINATOR**